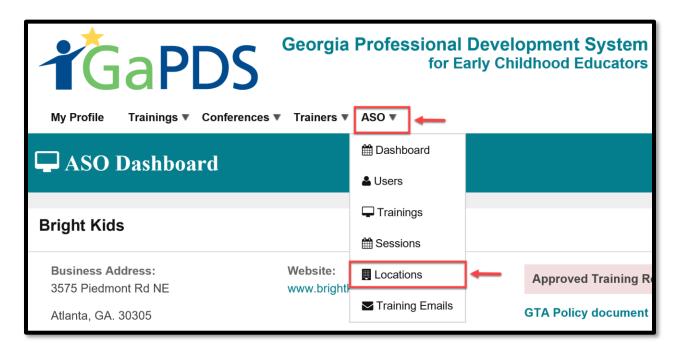


How to Edit an ASO Location

1. Log in to GaPDS as an ASO Admin or ASO Trainer Admin, click on the "**ASO**" tab, and select "**Locations**".

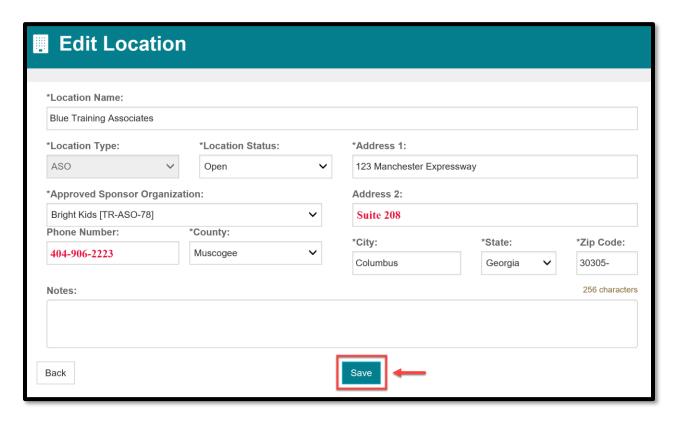


- 2. Enter a search criteria to find the location that needs to be updated.
- 3. Click on the "Edit" icon next to the location.





4. Change the Location Status, update the existing location information, or add additional information, such as a Suite or Phone Number, and then click "Save".



The location is successfully updated.

5. Click "Back" and the updated location displays.



Note (1): ASO Trainers cannot edit ASO locations.



Note (2): If the ASO location is associated with an open session with registered participants, the location cannot be updated.

